



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 11-126	PAGE NUMBER 1 of 8
		SUBJECT: DECISION MAKING: House Arrest Program	
Approved By:  Secretary of Corrections		Original Date Issued:	04-13-12
		Current Amendment Effective:	04-13-12
		Replaces Amendment Issued:	N/A

POLICY

Pursuant to K.S.A. 2011 Supp. 21-6609, the Secretary of Corrections may implement a house arrest program for inmates in his or her custody. Inmates who meet the criteria set forth in this policy may be transferred to house arrest to promote inmate management, transitional and release planning, and risk reduction. Recommendations for placement of inmates on house arrest shall be made based upon each individual inmate's degree of risk to the community, and without regard to an inmate's race, national origin, gender, or religion. Placement shall be approved by the Secretary of Corrections or designee. Inmates assigned to house arrest shall be considered inmates. House arrest sanctions may include, but are not limited to, rehabilitative restitution in money or in kind, curfew, community service, deprivation of nonessential activities or privileges, other appropriate restraints on the inmate's liberty, or revocation of house arrest status and return to prison. Inmates absconding house arrest status shall be placed on escape status.

DEFINITIONS

House Arrest: an individualized program in which the freedom of an inmate is restricted within the community, home or non-institutional residential placement and specific sanctions are imposed and enforced.

Approved Destination: a specific physical address that has been approved by the parole officer and is included in the approved itinerary. May include employers, service providers, places of worship, and retail stores to which the inmate may need to travel in the course of his or her day.

PROCEDURES

I. House Arrest Selection Criteria:

- A. In order to be considered for transfer to House Arrest, inmates must meet the following criteria:
1. The inmate cannot be serving any indeterminate or off-grid sentence.
 2. The inmate cannot be managed as a sex offender.
 3. The inmate cannot be serving a sentence for a person crime.
 4. The inmate cannot have a history of absconding on post incarceration supervision as an adult.
 5. The inmate cannot have disabled or attempted to disable the monitoring device while on electronic monitoring.

6. The inmate's most recent termination from any one of the following programs cannot be "refusal to enter," "refusal to participate" or terminated due to "disciplinary/poor performance":
 - a. Substance Abuse Treatment,
 - b. Vocational Training,
 - c. Education (Literacy or GED),
 - d. Pre-Release Reintegration, or
 - e. Work Release.
7. The inmate must have no disciplinary convictions for any of the following as defined in attachment "D" of the KDOC Custody Classification Manual:
 - a. An R1 rule infraction in the past 3 years,
 - b. An R2 rule infraction in the past six months, or
 - c. Two or more R3 and/or R4 rule infractions within the past 6 months.
8. The inmate must have a KDOC facility assessed LSIR score of 20 or lower.
 - a. If the inmate does not have a KDOC facility LSIR assessment, facility staff shall complete an LSIR in accordance with IMPP 11-113 before submitting an application for consideration for placement on house arrest.
9. The inmate must be classified minimum custody for at least 30 continuous days prior to placement on house arrest.
10. The inmate must be 120 days or less from his or her projected release date.
11. The inmate must be free of any felony and/or misdemeanor detainers.
12. The inmate must have an approved residence plan to which he or she can release.
13. The inmate must have access to funds in a sufficient amount to cover the cost of medical and dental care, daily living expenses, rent deposit and utilities if applicable, electronic monitoring and administrative supervision fees for the first 30 days on house arrest status.
14. The inmate must have a plan for meeting his/her financial needs beyond 30 days, whether it is a plan for employment/job search, a plan to access benefits for which s/he is eligible, or some other plan indicating a realistic means of meeting financial obligations beyond 30 days.

II. House Arrest Referral Procedures

- A. Any inmate who meets the requirements of Section I.A. may submit an Application for Placement on House Arrest, using the "Application for Placement on House Arrest" [Attachment A].
- B. An Application for Placement on House Arrest must be submitted at least ninety (90) days prior to the date of transfer to house arrest.
- C. The date of transfer to house arrest shall be no more than ninety (90) days prior to the inmate's release date.

- D. An Application for Placement on House Arrest shall be processed as follows:
1. The application shall be submitted by the Unit Team Counselor to the Unit Team Manager for initial review. The UTM shall ensure that the application complies with the provisions of this policy. If it does, the UTM shall submit the application to the Classification Administrator for review.
 2. The Classification Administrator shall determine whether the application complies with this policy and make an initial determination as to the suitability of the inmate for placement on house arrest. If the Classification Administrator concludes that the application should proceed, the Classification Administrator shall send it to the facility R3 Coordinator for processing of the proposed residence plan for approval or disapproval by parole. The residence plan shall be submitted within one week, and parole shall respond within fourteen (14) calendar days of submission.
 3. Simultaneously with submitting the residence plan to parole for approval or disapproval, the R3 Coordinator or designee shall contact Victim Services to obtain input about any victim issue. Any identified issue shall be reviewed by the R3 Coordinator with the Classification Administrator to determine whether the application should proceed, and if so, whether any special condition regarding any victim issue should be recommended as part of the application.
 4. The information provided by Victim Services shall not be provided to any party outside of the R3 Coordinator, the Classification Administrator, and the Deputy Secretary of Facility Management and his/her designee without approval from the Victim Services Director.
 5. If a residence plan is approved, the Classification Administrator shall submit the application to the Warden or designee for review. At the time of submission, the Classification Administrator shall include any recommended special conditions, above and beyond those set out in this policy, upon which the inmate should be placed on house arrest.
 6. If the Warden or designee concludes that the application complies with this policy, and the inmate is a suitable candidate for consideration, the Warden shall forward the application for consideration to the Deputy Secretary of Facilities Management or designee for review.
 7. If the Deputy Secretary of Facilities Management or designee concludes that the application complies with this policy, and the inmate is a suitable candidate, the application shall be forwarded to the Secretary of Corrections with a recommendation for approval.
 8. The final decision to grant or deny the application shall rest with the Secretary of Corrections.
- E. If the application is approved, the inmate shall be required to complete and sign the "Conditions Of House Arrest" [Attachment B].
1. Inmates refusing to accept the conditions of house arrest shall not be transferred to house arrest.
- F. If the application is denied, the inmate shall be notified in writing, using the "Notice of Denial of Application for Placement on House Arrest," [Attachment C].
1. The notice of denial shall not include any information provided by Victim Services.
 2. Parole Office will be notified of the denial.
- G. Any decision to deny the application at any stage is final and not subject to appeal.

III. Release to Community if an Application is Approved

- A. The release checklist shall be initiated in accordance with IMPP 11-121.
- B. The following notifications shall be made by facility staff:
 - 1. Sheriff and district or county attorney of the county in which the inmate is to be placed under house arrest;
 - 2. Chief Law enforcement officer of any incorporated city or town in which the inmate is to be placed under house arrest;
 - 3. Office of Victim Services, no less than seven (7) days prior to inmate's transfer to house arrest;
 - 4. Electronic Monitoring/GPS Vendor shall be notified of the need for installation of equipment; and,
 - 5. Notification to parole staff regarding approval for house arrest transfer.
 - a. When approval has been granted by the Deputy Secretary of Facility Management to transfer an inmate to house arrest, the classification administrator or designee shall request reporting instructions from the parole officer.
 - b. On the date of the inmate's transfer to house arrest, parole staff shall be notified of the transfer.
- C. Placement of GPS equipment on inmate prior to release from the facility shall occur whenever possible.
 - 1. If installation at the facility is not possible, the inmate shall be transported to the vendor for installation of the equipment.
- D. OMIS Movement codes for transfer to house arrest shall be entered by facility records staff.
- E. The inmate shall be given his/her Conditions of House Arrest, using the previously signed "Conditions of House Arrest" [Attachment B], prior to his/her transfer to house arrest.

IV. Supervision

- A. House Arrest inmates will meet in person with the parole officer once per month, unless documented case management needs or issues exist that indicate a need for additional supervision or support services.
- B. Supervision services provided shall include:
 - 1. Review and approval of the written itineraries [Attachment D] to identify locations and times when inmates may be away from their residence.
 - a. Approved destinations may include but are not limited to: employment, employment search, and shopping for food and necessities.
 - b. Verbal changes to the written itinerary may be authorized by the parole officer, as needed.
 - 2. Urinalysis testing in accordance with IMPP 14-112.

3. Employer notification in accordance with IMPP 14-117 and employment verification no less than once per month.
 4. Collateral contacts no less than once per month.
 5. Supervision fees will be charged, using fee code A, in accordance with IMPP 14-107.
 6. Response to violations per section V. and in accordance with IMPP 14-137.
- C. The supervision officer shall provide information needed for good time awards to the designated facility staff for approval and entry into OMIS.

V. Responding to Violations

- A. Parole officers shall respond to all violations of house arrest conditions. When responding to violations, the inmate's risk to public safety shall be considered.
1. When the parole officer has determined that a violation has occurred, a response shall be initiated immediately.
 2. If there is a risk to public safety or potential for escape/absconding, the inmate shall be placed into local detention to await the outcome of the violation investigation.
 3. An inmate is considered to be an escapee when one or more of the following occurs:
 - a. The electronic monitoring/GPS device is cut off or any violations are not cleared within two (2) hours;
 - b. The inmate has moved from his or her approved residence without permission;
 - c. The inmate fails to report, and the parole officer cannot contact the inmate within four (4) hours; or
 - d. The parole officer receives reliable information that the inmate has left the area.
- B. Return to Correctional Facility
1. When violations occur that are determined to be severe enough to warrant return to a correctional facility, parole staff shall:
 - a. Issue an Order to Arrest and Detain; and
 - b. Notify local EAI or local law enforcement and arrange for the inmate to be taken into custody and transported to the local detention center/jail.
 2. After the inmate has been taken into custody and secured at a local jail and/or detention facility, parole staff shall:
 - a. Complete OMIS movement codes to indicate that the inmate is in local detention;
 - b. Issue a violation report detailing the violations; and
 - c. Present the inmate with a Statement of Charges and a copy of the Violation report.
 3. An inmate shall have the right to have a preliminary hearing or waive the preliminary hearing.

- a. If probable cause is established at a preliminary hearing, Officers shall create a transport memo to notify facilities that the inmate is available for return to the facility.
- b. If probable cause is established, a completed revocation packet shall be submitted to the Prisoner Review Board (PRB) in accordance with IMPP 14-141.
4. The inmate shall have a final hearing before the Prisoner Review Board (PRB).
 - a. The inmate shall have the right to waive the final hearing before the PRB.
5. Inmates who violate one or more conditions of supervision are also subject to discipline pursuant to K.A.R. 44-12-1002, Violation of published internal management policies and procedures or published orders, with reference to this IMPP, and violation of any condition of supervision shall be a Class I offense.
 - a. Upon the inmate's waiver of the final hearing before the PRB and return to a facility, or upon final revocation of the inmate's house arrest status by the PRB, the inmate's assigned Unit Team Manager may choose to initiate the disciplinary process and proceed to issue a Class I disciplinary report and have it served upon the inmate.
 - (1) In the event of final revocation based upon a finding of violation of one or more conditions of house arrest by the PRB, the written findings of the PRB shall also constitute a prima facie finding of violation of K.A.R. 44-12-1002 with reference to this IMPP, which the inmate may attempt to rebut during any disciplinary hearing incident to the charge.

VI. Escape Procedures

- A. Once an escape has been declared, staff will follow the steps outlined in "Escape Procedures" [Attachment E].
- B. Once an escape has been declared, the Parole Officer shall notify the Winfield Correctional Facility with the relevant information. This information will include:
 1. The date, time, and reason for the initial electronic alert if applicable;
 2. The date, times, and locations checked by the Parole Officer before declaring the escape; and
 3. Any information obtained that may be germane to the escape.
- C. Staff at WCF shall initiate the following escape procedures upon notification of the House Arrest escape:
 1. An NCIC entry shall be initiated;
 2. Facility EAI Special Agents will be notified; and
 3. An escape flier shall be prepared and posted on the Internet.
- D. Once the escape plan has been initiated, WCF Special Agents shall:
 1. Ensure that an escape warrant has been issued;
 2. Gather basic intelligence information that may assist in locating the escapee; and

3. Contact the KDOC EAI Director for transfer of the case to another facility or field office as determined by location.
- E. During normal duty hours, the Parole Officer who declared the escape shall be copied on all developments in the case. After normal duty hours, the Parole Duty Officer shall be advised of case developments.

VII. Inmates Completing House Arrest

- A. When an inmate reaches his or her sentence discharge date while on house arrest:
 1. Facility staff shall follow the process for inmates discharging their sentence while incarcerated.
 2. The discharge certificate shall be forwarded to the supervising parole officer.
 3. The supervising parole office shall submit goodtime awards to the facility for approval and entry into OMIS.
 4. Facility staff shall complete the appropriate OMIS movement records.
- B. When an inmate reaches his or her release date while on house arrest:
 1. Facility staff shall follow the process for inmates releasing to the community.
 2. The release certificate shall be forwarded to the supervising parole officer to obtain the inmate's signature.
 3. The supervising parole office shall submit final goodtime awards to the facility for approval and entry into OMIS.
 4. Facility staff shall complete the appropriate OMIS release movement records.
 5. Facility staff shall activate the post release good time log if applicable.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None

REFERENCES

K.S.A. 2011 Supp. 21-6609
K.A.R. 44-12-1002
IMPP 11-113, 11-121, 14-107, 14-112, 14-117, 14-137, 14-139, 14-141

ATTACHMENTS

Attachment A - Application For Placement On House Arrest - 3 pages

Attachment B - Conditions Of House Arrest - 2 pages

Attachment C - Notice Of Denial Of Application For Placement On House Arrest - 1 page

Attachment D - House Arrest Weekly Itinerary – 2 pages

Attachment E - Escape Procedures - 1 page

APPLICATION FOR PLACEMENT ON HOUSE ARREST

Inmate Name & #: _____ Date: _____

Unit Team Counselor Name & Phone #: _____

1. What is the inmate's release date (mandatory or released by Prisoner Review Board)? ____/____/____

2. Will the inmate be 120 days or less from his/her release date when placed on house arrest? ☐ Yes ☐ No
If not, not eligible to proceed.

3. What is the proposed date for placing the inmate on house arrest? ____/____/____

4. Is the inmate serving a sentence that includes a conviction for any of the following?

- a. Indeterminate sentence or off-grid crime ☐ Yes ☐ No
- b. Person Crime ☐ Yes ☐ No

If so, not eligible to proceed.

5. What is the inmate's current conviction & criminal history?

6. Has the inmate been passed by the Prisoner Review Board within the past six months? ☐ Yes ☐ No
If so, not eligible to proceed.

7. Is the inmate managed as a sex offender? ☐ Yes ☐ No
If so, not eligible to proceed.

8. Has the inmate absconded from post incarceration supervision as an adult or disabled a GPS monitoring device while on electronic monitoring as an adult, at any time? ☐ Yes ☐ No
If so, not eligible to proceed.

9. Has the inmate been terminated from any of the following programs, with "refusal to enter," "refusal to participate," or "terminated due to disciplinary/poor performance" as the most recent termination?

- a. Sex Offender Treatment ☐ Yes ☐ No
- b. Substance Abuse Treatment ☐ Yes ☐ No
- c. Vocational Training ☐ Yes ☐ No
- d. Education (Literacy or GED) ☐ Yes ☐ No
- e. Pre-Release Reintegration ☐ Yes ☐ No
- f. Work Release ☐ Yes ☐ No

If so, not eligible to proceed.

10. What programs has the inmate successfully completed in the latest incarceration?

11. Has the inmate been convicted of any of the following as defined in attachment "D" of the KDOC Custody Classification Manual?

- a. An R1 rule infraction in the past 3 years ☐ Yes ☐ No
- b. An R2 rule infraction in the past six months ☐ Yes ☐ No
- c. Two or more R3 and/or R4 rule infractions within the past 6 months ☐ Yes ☐ No

If so, not eligible to proceed.

12. What is the inmate's DR history in the latest conviction?
13. What is the inmate's KDOC facility LSIR score? _____
NOTE: If no KDOC facility LSIR score, an LSIR must be completed as part of this application.
If the inmate does not have an LSIR of 20 or lower, not eligible to proceed.
14. Will the inmate be classified minimum custody for at least 30 continuous days prior to placement on house arrest?
☐ Yes ☐ No
If not, not eligible to proceed.
- a. Current custody classification _____
b. Is this application dependent upon a custody exception. ☐ Yes ☐ No
15. Does the inmate have any federal or state felony or misdemeanor detainers pending? ☐ Yes ☐ No
If so, not eligible to proceed.
16. Proposed residence plan? **An approved residence plan is mandatory to be eligible to proceed.**
17. Proposed plan to meet financial obligations:
- a. Does the inmate have savings in hand sufficient to satisfy the first thirty (30) days of financial obligations, including the cost of medical and dental care, daily living expenses, rent deposit and utilities if applicable, electronic monitoring and administrative supervision fees for the first 30 days on house arrest status?
☐ Yes ☐ No
If not, not eligible to proceed.
- b. What is the inmate's plan to meet financial obligations beyond the first thirty (30) days, including all those named above, plus any restitution, child support, court costs, driver's license/ID fees, living expenses, and/or other financial obligations?
18. Why does the inmate believe s/he is a good candidate for house arrest?
19. Why does the Unit Team Counselor believe the inmate is a good candidate for house arrest?

I, _____, #_____, make the above application for placement on house arrest. I have read the "Conditions of House Arrest," and agree to follow those conditions, as well as any special conditions imposed, if my application for placement on house arrest is granted.

Date

Inmate Signature

Date

Signature of Unit Team Counselor,
witnessing inmate signature

Processing of Application for Placement on House Arrest

- Review by Unit Team Manager (state name and contact number):

_____ Approved _____ Disapproved Date _____ Signature _____

- Review by Classification Administrator (state name and contact number):

_____ Approved _____ Disapproved Date _____ Signature _____

- Review by R3 Coordinator (state name and contact number):

_____ Residence plan submitted and either approved or disapproved:

_____ Application submitted to Victim Services; feedback:

_____ Any recommended special conditions, after review with Classification Administrator?

Date _____ Signature _____

- Review by Warden or designee (state name and contact number):

_____ Approved _____ Disapproved Date _____ Signature _____

- Review by Deputy Secretary of Facilities Management or designee (state name and contact number):

_____ Approved _____ Disapproved Date _____ Signature _____

- Review by Secretary of Corrections:

_____ Approved _____ Disapproved Date _____ Signature _____

CONDITIONS OF HOUSE ARREST

You have been approved for placement on house arrest, as of _____ (date). You will be under the supervision of a parole officer, and your placement and continued status on house arrest is subject to these conditions, to which you must agree in writing below in order to be placed on house arrest, and with which you must comply to continue to be on house arrest status. **Your failure to agree to and abide by these conditions will subject your status on house arrest to being denied or revoked.**

- A. Reporting, travel, residence and employment:** Upon release from the institution, I agree to report as directed to my assigned parole officer and follow his/her instructions in reporting on a regular basis and to continuously maintain my assigned and approved residence and employment. If it becomes necessary that I change either residence or employment, I will obtain advance permission from my parole officer. Travel to and from my approved destinations shall be by the most direct route between the approved destination and my residence. I will not leave the state of Kansas.
- B. Laws:** I shall obey all federal and state laws and municipal and county ordinances, including the Kansas Offender Registration Act and the DNA Collections Act. I shall notify my parole officer at the earliest opportunity if I have law enforcement contact for any reason.
- C. Weapons:** I will not own, possess, constructively possess, purchase, receive, sell or transport any firearms, ammunition or explosive device, or any device designed to expel or hurl a projectile capable of causing injury to persons or property, or any weapon prohibited by law.
- D. Personal Conduct:** I will not engage in assaultive activities, violence, or threats of violence of any kind.
- E. Narcotics/Alcohol:** I will not possess, use, or traffic in any controlled substance, narcotics or other drugs as defined by law, except as prescribed to me by a licensed medical practitioner. I will not consume any mind-altering substance, including, but not limited to, alcoholic beverages, wine, beer, glue, or paint. I agree and consent to submit to a blood, Breathalyzer and/or urine test at the direction of the parole officer. I will not tamper with, falsify or dilute such a test.
- F. Association:** I will not associate with persons engaged in illegal activity and will obtain prior written permission from the parole officer and institutional director to visit or correspond with inmates of any correctional institution.
- G. Employment:** I agree to secure and maintain reasonable, steady employment within 45 days of my release from prison or residential treatment unless excused for medical reasons or an extension of time is given by my parole officer. I agree to notify my employer of my current and prior (non-expunged) adult felony convictions and status as an inmate.
- H. Costs:** I agree to pay restitution, court costs, supervision fees, and other costs as directed by my parole officer.
- I. Treatment/Counseling:** I agree to comply with my relapse prevention plan and the recommendations of any treatment or counseling or assessment program which I have completed during my incarceration or while under supervision. I agree to follow any directives given to me by my parole officer regarding evaluations, placement and/or referrals. I agree to submit to polygraph examinations as directed by my parole officer and/ or treatment provider.
- J. Victim:** I agree to have no contact with the victim(s) in my case(s) or the victim's family by any means including, but not limited to, in person, by phone, via computer, in writing, or through a third party without the advance permission of my parole officer.

- K. Search:** I agree to submit to search by parole officer(s) of my person, residence, and any other property under my control.
- L. Law Enforcement Contact:** I agree that if a law enforcement official presents him/herself at my residence where I am on house arrest, I will respond to the door and truthfully answer any questions posed to me by the law enforcement officer.
- M. Special Conditions:** I agree to abide by any special conditions(s) set forth below, as well as to comply with instructions which may be given or conditions imposed by my parole officer from time to time as may be governed by the special requirements of my individual situation.
- N. House Guests:** I agree not to have more than two (2) persons at my residence where I am on house arrest, other than myself and any actual resident, at any time without the advance permission of my parole officer.

Special Conditions:

Reporting Instructions:

Date

Signature of Inmate

Print Name & Number of Inmate

Date

Signature of KDOC staff witnessing signature

Print Name & Position & Contact # of person witnessing

NOTICE OF DENIAL OF APPLICATION FOR PLACEMENT ON HOUSE ARREST

To: Inmate _____ # _____

Date:

From: Classification Administrator

Subject: Application for Placement on House Arrest

You are hereby notified that your Application for Placement on House Arrest has been **DENIED**.

You are further notified that this decision is final and is not subject to appeal.

You may be eligible to submit a new application at some point in the future, consistent with KDOC policy and Kansas law. See your assigned correctional counselor or Unit Team Manager when you again believe that you are eligible.

cc Master File
Parole Office

HOUSE ARREST WEEKLY ITINERARY

Name and Number _____

Monday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Tuesday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Wednesday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Thursday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Friday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Saturday (date) _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
Leave and Return Times: _____ Transportation Method: _____

Sunday (date) _____

Destination: _____ Reason: _____
 Leave and Return Times: _____ Transportation Method: _____

Destination: _____ Reason: _____
 Leave and Return Times: _____ Transportation Method: _____

Offender Signature _____ Date _____

Approved By	Date
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Comments:

Escape Procedures

- A. Once an escape has been declared, staff will follow the steps outlined below.
- B. Once an escape has been declared, the Parole Officer shall notify the Winfield Correctional Facility with the relevant information. This information will include:
 - 1. The date, time, and reason for the initial electronic alert if applicable;
 - 2. The date, times, and locations checked by the Parole Officer before declaring the escape; and
 - 3. Any information obtained that may be germane to the escape.
- C. Staff at WCF shall initiate the escape procedure upon notification of the House Arrest escape.
 - 1. An NCIC entry shall be initiated.
 - 2. Facility EAI Special Agents will be notified.
 - 3. An escape flier will be prepared and posted on the Internet.
- D. Once the escape plan has been initiated, WCF Special Agents shall:
 - 1. Ensure that an escape warrant has been issued;
 - 2. Gather basic intelligence information that may assist in locating the escapee; and
 - 3. Contact the KDOC EAI Director for transfer of the case to another facility or field office as determined by location.
- E. During normal duty hours, the Parole Officer who declared the escape shall be copied on all developments in the case. After normal duty hours, the Parole Duty Officer shall be advised of case developments.